G.M. 1914 p-17

62 of 14

Sl No. 1

Entertainment of three typists on Rs. 20. each in the Gen. Rev. Secretariat for a period of one year—

G. R. S. 58]

Previous references.

File No. 62- 14

191 .

Serial Nos. 1

(Sm)

Later references.

G. On. 3-15- 21027

G. On. 3-15- Ss. 1802, 7-13, 15016, 18.

Dms. Regr On. 342-15!

G.S. 149. 29-1

GENERAL AND REVENUE SECRETARIAT.

Serial No. 1

Part B for May 15

SUBJECT.

~~Sanctioning of~~ Entertainment of three typists on Rs 80 each in the Genl & Rev. Secretariat for a period of one year

---

x — mi — x x

Sl. 1 Y.

The Comptroller to the Govt. of Mysore No. G. 13376 dy 31-5-1915 sanctions the above proposal.

GPB—10,000—23-8-15

B Hanumantha Rao 1916

G.R.S. 11] 1914.

GENERAL AND REVENUE SECRETARIAT.

(Pu)

NOTES.

62—14
File No.

FILE HEADING.

Entertainment of typists in the G.R.S on Rs 30/-
each for a period of one year

From.

No. Dated Received

Diary No. | Enclos. Spare Copies. | Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

GPB—35,000—15-6-12

R. S. 12]

General and Revenue Secretariat.

G.M. File No. 62 of 1914-15.

Serial No.

WR 561-16

9

b. 9 of the notes in the collection (Key V)

The recorded collection of papers relating to the subject of attaching a Turkish clerk to the Members of Council is put up and re-submitted, as ordered by the Secretary on page 9.

S.R. 15/1/1915 16/1

R. Maconachie 16.1.15

By Secy.

Secy 2. 16/1/15 RM.

This may be submitted on or about the 10th April 1915.

Dues - 1871

3 Case Sect note

Lost R for note 10/4 4

Subd 10/4/15 18.1.15 The file is resubmd. as directed above.

S.R. 10/4/1915 10/4

5 By Secy

Key await return 2 Key

12/4/15

NOTE—Contn. sheet.

GPB—25,000—2-11-14

Mel 561

3

G.R. S. 12]

General and Revenue Secretariat.

G.-in. File No. 62 of 1914-15.

Serial No.

6

Resumed as directed in para 5

S.R.
17/4/15.

Rm
17/4

MM
17.4.15

Secy.

As directed by the Dewan on page 2 of the file put up, the question of allowing a typist to each Member of Council is ~~[illegible]~~ brought up for consideration again.

8 The figures for showing the necessity for the additional hand will be available only in the Registers maintained by the Staff of the Members. This file will, if approved, be circulated to Members for favour of remarks.

9 If the figures establish the need for addition, the Scale of the Second Division Clerks will have to be raised by 3 hands.

10 An early decision is necessary as the loan of 3 hands is causing much inconvenience to the office-bearer.

Dewan

Dewan agrees
19/4

6726
19.4.15.

11 The file may be circulated & brought up at a meeting.

12 It would facilitate a decision if a tabular statement of expenses that will be incurred in the matter employing 3 typists & placed before the meeting.

22-4-15.

Reg

This may be kindly furnished today Dewan 22/4

NOTE—Contn. sheet.

GPB—25,000—2-11-14

G. R. S. 12]

General and Revenue Secretariat.

G.M. File No. 62 of 1914-15

Serial No.

A statement shewing the work done by the additional hand in the Establishment of Members of Council is put up. The figures were obtained from the Establishments of the 1st & 2nd Members of Council. The figures for the Extraordinary Member have been compiled from the Fortnightly lists & a statement received from Mr. Singaravelu in another connection. The delay is due to the statements from the Messrs Suryanarayana Sastri & T.S. Sivaswami Mudr having been received only today in proper form.

R Narainswamiappa
26.4.15

Dy Secy

The information available is not sufficient to enable us to judge whether each typist can be said to have full work. Probably the work is somewhat less than what the typists in the office have to do

Secy
26/4/15
Re.

C.S. on leave 27/4

NOTE—Contn. sheet.

GPB.—25,000—22-3-15

GPB--1,000—19-7-13

54

Extract from the Proceedings of the 351st Meeting of the Council of His Highness the Maharaja, held at Bangalore on the 8th May 1915.

2. SUBJECT.- (Clause iii of the schedule)

Question of continuing the services of the typists temporarily borne on the establishments of the Members of Council.

OPINION OF THE COUNCIL.

Three temporary typists for a period of one year may be entertained on Rs.30 per mensem each.

(Sd.) M.VISVESVARAYA,

Dewan of Mysore.

"E X T R A C T"

D. M. Narasimha

Offg. Secretary to Govt.

R. S. 12]

General and Revenue Secretariat.

G. M. File No. 62 of 1914-15

Serial No.

Extract from the proceedings of the Council is put up herewith.

Forwarded with compliments to the Financial Secretary for kind concurrence.

1756

D. M. Douglas
9/5

In my respectful opinion a personal assistant and a short-hand typist should be sufficient as the personal establt. of a member of Council. The Secretariat branches are the offices of the members and, to avoid duplication, all work which is not immediate or strictly confidential should be got done through the Secretariat as far as possible.

10/5
&
11/5

A draft submission note and a draft order put up.

Dy Secy

12/5

Please put up a clean draft

13/5/15

NOTE—Contn. sheet.

GPB—25,000—2-11-14

(6)

7

G. R. S. 12]

General and Revenue Secretariat.

G.m. File No. 62 of 1914 - 15

Serial No.

Clean, typed draft of the submn. note is put up.

Dy Secy

Dewan

Ru. 13/5

A 14/5/15

7327
15.5.15

NOTE—Contn. sheet.

GPB—25,000—2-11-14

87

Submitted to His Highness.

As the Members of Council wanted the services of typists, three typists from the Secretariat establishment were temporarily deputed for the purpose. The Secretary states that the loan of the three hands above referred to is causing much inconvenience to work in the office. Consequently the question of entertaining separate typist for the establishment of the Members was considered at a meeting of the Council and it was resolved that three temporary typists may be entertained for a period of one year on Rs.30 per mensem each.

Page 2 of office note

Page 4 of office note.

Page 5 of office note.

2. The Financial Secretary who was consulted in the matter is of opinion that a Personal Assistant and a Shorthand typist are sufficient to complete the personal establishment of a Member of Council. Much of the work that has to be attended to by the establishment of a Member of Council cannot be done through the General and Revenue Secretariat. The services of a typist in addition to a Personal Assistant and a clerk seem therefore necessary. Th resolution of the Council and the draft order submitted herewith accordingly, sancticning the entertainment of three temporary typists on Rs.30 per mensem each for a period of one year, may be graciou ly approved.

17-5-15

H. Manjunadayya

9/8

Record of Cases submitted for the Orders of His Highness the Maharaja

Subject.

Question of entertaining separate typists for the establishments of the Members of Council.

1165

Order.

~~KRW~~
24/5/15

Secy
25/5/15

G. R. S. 12]

General and Revenue Secretariat.	G.Dn. File No. 62 of 1914-15

Serial No. 1

To

The Comptroller to the Govt. of Mysore No. G. 13376, dated 31st May 1915 sanctions the entertainment of three temporary Typists on Rs. 30 per mensem each in the G. R. S. for a period of one year.

The order has been confirmed by Br. II in their No. H. 7291 / G.F. 8-14-1374, dated the 8th June 1915.

The file may now be recorded.

G.Dn
10/6/15. To Br. II

III
10/6

H. Rec
III
10/6

NOTE—Contn. sheet.

GPB—25,000—2-11-14

Statement of work done by the additional hand in the Establishment of Members of Council.

Establishment.	No. of files received and despatched during						Average per month.	Details of typing work done.	Remarks.
	Oct	Nov	Dec	Jan	Feb	Mar.			
Extraordinay Member	406	367	201	211	122	..	The details for these two columns are not noted as the Extraordinary Member is at Ooty and as time would be required to get the information.		The figures are compiled from a statement furnished by the Personal Assistant in another connection and the fortnightly List and include D.O. correspondence also Copy of ~~which is~~ statement attached hereto.
First Member	568	885	916	809	973	956	851	1. All Final notes. 2. Important notes of Councillor. 3. D.O.letters. 4. Tour notes. 5. Speeches in Legislative Council. (Amount of work in figures not available)	The figures exclude papers pertaining to Insurance and Education Committee.
Second Member	732	806	782	880	530	1204	822 + 30 files of Revenue cases.	1. Confidential D.O's. 2. Inspection notes. 3. Final notes and abstracts of petitions presented during tours. 4. Papers of confidential character such as Inamdar's right to toddy etc. (Amount of work in figures not available)	

Bhandarkar

Registrar.

12

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Kind reference is invited to paragraphs 8 & 12 of the file put up - re typists for the Sorts of members of Council. The figures required may be kindly furnished early today

RN 23/4.

Pers: Asst to the 1st & 2nd members of Council.

Subt to Rep.

I am preparing a tabular Statement of the like & Enclosures in same before the evening.

RN 23/4/15

Rec'd at 2pm 23/4/15.

Sft Subd. Un 23/4/15

Rec'd. RN 24/4 1 p.m.

figures have not been furnished in details for item (3) of the Statement

The Statement has not been attested

Pers: Asst to the 1st Secretary RN 23/4

The Statement is attested. Accounts are not maintained for items in (3) and it will take considerable time to compile from original files, Sroprakhtas and other records.

GM 24/4/15.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14.

15

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Submitted to the Registrar.

With reference to your note of date about the necessity of attaching permanently a typist to the Establishment of the Second Member, the following figu will speak for themselves as to whether there is enough of work for one hand to register the files received at and sent from the Office in addition to typing confidential D.Os, Inspection Notes, Final Notes and abstracts of petitions presented during tours, not to say of the papers of a confidential character such as Inamdars' Rights to Toddy Revenue and quarterly lists of subjects receiving special attentic of the Member of Council. This occasion may be taken advantage of in view to recommend a specia allowance to the clerical Establishment who have been unusuall

P.T

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

4

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

unusually over-worked even during Sundays and holidays.

Month	Files.
October	366
November	403
December	391
January	440
February	265 (The Councillor was on leave during the latter half of the month).
March	602.
Total.	2467

Average per month 411 files with an average of 15 per day. This figure does not include about thirty files of Revenue cases received on the average every month for submission before they are heard by the Council Committee.

D. V. Theruvengadam

Personal Assistant to the Second Member of Council.

24th April 1915.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

15

Month.	D.O.Correspondence of the Extraordinary Member.	Files returned.	
		G.R.S.	M.S.
September 1914	22	158	20
October 1914	46	151	27
November 1914	20	189	11
December 1914	15	100	
January 1915	8	134	
February 1915	5	73	

(Signed) M.A.Singrachar,

Dated 12th April 1915.

Personal Assistant to the Yuvaraja of Mysore.

----:o:----

"True Copy"

Taken from figures supplied for the preparation of a statement showing number of cases disposed of by Dewan, Members of Council and Secretaries during the last six months.

H.K.S.

16

Statement of work done by the additional hand in the

I Member's establishment.

Entering subject matter and noting abstract of:-

	No. of files.					
	October 1914.	November 1914	December 1914	January 1915	February 1915	March 1915
(1) ORDERS:	244	344	258	364	402	431
(2) Despatch. of papers.	324 / 568	541 / 885	658 / 916	445 / 809	571 / 973	525 / 956

(Excluding papers pertaining to Insurance and Education Committee.)

(3) Typing work. (i) All final notes.

(ii) Important notes of Councillor.

(iii) D. O. Letters.

(iv) Tour notes.

(v) First Member's speeches in the Legislative Council.

Shri Jamnadas Joshi

Mr. P.A.S
Consolidate as
personally instructed
26/4

3 copies

Compte. No 26 7291/
G.8-14-1374
8/6/15

Sanctions the entertainment of three typists on Rs.30 each in the General and Revenue Secretariat for a period of one year.

27/5

Proceedings of the Government of His Highness the Maharaja of Mysore.

Order.- No. G. 13376/Fin 62-14-1
31.5.15

Sanction is accorded to the entertainment of three temporary typists on Rs.30 per mensem each in the General and Revenue Secretariat for a period of one year.

2. The expenditure on this account during the remaining part of the current official year will be met from general savings and necessary provision made in the Budget for 1915-16.

Offg. Secretary to Govt.

12/5 14/8/15

To

The Comptroller to the Government of Mysore, through Branch II.

A copy affixed to the Warrant

H.K.S.

27/5